

Administrative and Financial Officers Special Interest Group
of the American Association of Colleges of Pharmacy

BYLAWS OF ADMINISTRATIVE AND FINANCIAL OFFICERS SIG
OF THE AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY

ARTICLE I **NAME**

The name of the organization shall be the ADMINISTRATIVE AND FINANCIAL OFFICERS Special Interest Group of the AMERICAN ASSOCIATION OF COLLEGES OF PHARMACY.

ARTICLE II **PURPOSE**

The SIG is established to provide a forum for the exchange of information and ideas and educational efforts regarding the business and administrative aspects of colleges of pharmacy. The SIG shall be sponsored by the AACP and will be responsible to the AACP. The mission of the group will be to provide opportunities to share experiences and concerns, to direct multi-disciplinary attention to specific issues and to resolve common business and administrative challenges experienced by the member schools.

ARTICLE III **MEMBERS, VOTING, ELIGIBILITY**

The voting members of the Administrative and Financial Officers SIG shall be individuals employed as a chief administrative/financial officer (or other equivalent term) at a pharmacy school, a member of AACP in good standing. These same members shall be invited to participate in the SIG listserv.

Other individuals in administrative/management roles may become non-voting members upon recommendation of the SIG voting members and may participate in annual meetings and conferences. They may ask to participate in the listserv for consideration on a case-by-case basis.

The SIG shall follow the voting conventions of the AACP as to number of votes per school. In general, each program shall have one vote on all matters relating to the adoption and amendment of bylaws, and on any other matter on which the SIG may desire a vote.

ARTICLE IV **MEETING**

There shall be at least one regular meeting of the SIG annually.

Interim meetings may also be held in person or by mail, fax, e-mail, or other means, if called by the SIG's Executive Council. Such meetings may be to inform the members or to seek their opinion or action on issues of interest to the membership.

The SIG's Executive Council shall fix the precise dates and locations of these meetings.

ARTICLE V **OFFICERS AND EXECUTIVE COUNCIL MEMBERS**

- A. The SIG's Executive Council shall consist of the elected officers, the Membership Coordinator, four Members at Large representing the four regions, and the Education Coordinator.
- B. The officers of the SIG shall consist of the Chair, the Chair-Elect, the Immediate Past Chair, and the Secretary. The term of office for each elected officer is one year. Offices will be assumed on the Saturday following the annual meeting.
- C. The succession of officers shall be as such: the Chair-Elect shall become the Chair, and the Chair shall become the Immediate Past Chair.
- D. Each officer and Member at Large has one vote.
- E. The Members at Large (representing the East, South, West and Midwest) will be nominated by members of their region prior to the annual meeting in corresponding years. The term of office for each member at large will be two years. The East and the Central regional members at large will be nominated and elected in odd-numbered years. The South and West regional members at large will be nominated and elected in even-numbered years.

Nominations may take place using the listserv or by other telecommunications methods as determined by the Nominating Committee. Elections will be moderated by the elected officers of the SIG and will occur according to methods defined by Council (see Paragraph 4-F).

The Executive Officers shall be chosen from among individuals who are members of the SIG as defined in Article III above at the time of their election.

Nominees for Chair-Elect must have served in a prior position on the Executive Council. The Chair-Elect will succeed the Chair one year after his/her election. If the Chair is unable to serve a full term, for any reason, the Chair-Elect shall assume the Chair through the end of the term of the incumbent and shall then succeed to his/her elected term.

Succession of officers will occur only upon a vote of affirmation from the SIG membership preceding the succession date.

In the event that a member at large, Chair-Elect or the Secretary is unable to complete his/her term of office, it shall be the option of the Executive Council to select a replacement. The replacement shall serve only until the next scheduled election.

- F. The Chair shall appoint a Nominating Committee consisting of no less than five (5) members of the SIG at least 90 days in advance of the annual meeting. This Committee shall include four ad hoc voting members, one from each region, and the Immediate Past Chair.

The Nominating Committee shall publicize at least 60 days in advance of its deliberations the positions to be filled and shall invite nominations from the membership. The Nominating Committee will propose candidates for Chair-Elect, and Secretary, each year. Each region will propose its regional member at large, to be elected by the region.

The Nominating Committee shall strive to maintain a balance within the Executive Council with regard to geographical distribution, size of institutions, institutional ownership, and other factors that lead to diversity of approaches to professional obligations.

The membership will be notified of the Nominating Committee's proposed slate of candidates at least 30 days in advance of the election. This notification may be by mail, fax, e-mail, or other route of direct communication; brief biographical sketches of the candidates will also be available, either at a readily accessible central location or through direct distribution. Council will set the date by which elections will be completed and the methods by which regional and national voting will occur. Election to office will be by majority vote of those voting. The newly elected officers and members shall take office on the Saturday following the annual meeting.

- G. The number of terms a member may serve on the Executive Council shall not be restricted so long as their eligibility and election are in accordance with procedures within these bylaws.

ARTICLE VI DUTIES OF THE OFFICERS

The Chair shall prepare the agenda for and preside at the meetings of the SIGSIG and the Executive Council. In addition, the Chair shall be responsible for dealing throughout the year with items of major concern to the SIG. The Chair shall present an annual report of SIG activities to the membership at the annual meeting. The Chair shall be assisted by other officers and members of the Executive Council and may seek, as needed, service from other members and non-members, including persons specifically requested to provide liaison between the SIG and other organizations. In the event of a vote deadlock, the Chair shall cast the tie-breaking vote.

The Chair-Elect shall serve in the place of the Chair as needed; shall otherwise function as a member of the Executive Council of the SIG and shall oversee the planning for social activities at SIG meetings.

The Immediate Past Chair of the Executive Council will serve as Nominating Committee Chair, and conduct elections as described in Article 5.F. The Immediate Past Chair will assist the Chair as needed and shall otherwise function as a member of the Executive Council of the SIG.

The Secretary shall maintain a complete and accurate record of all meetings of the Executive Council and the annual meeting of the SIG. The Secretary shall be responsible for the bylaws of the SIG. All approved amendments to the Bylaws will be recorded and maintained by the Secretary. Any rules and regulations that are deemed necessary by the Executive Council for the proper conduct of the affairs of the SIG shall be recorded and maintained by the Secretary.

The Membership Coordinator shall be responsible for membership enrollment and in creating/establishing a membership database. This will be an appointed position by the incoming Chair.

The Members at Large (representing the East, South, West and Midwest) shall serve as regional liaison to facilitate communication between the Executive Council and the SIG membership, and as such shall: a) assist in membership recruitment within their regions, as well

as with maintenance and retention of current members; b) serve on the Nominating Committee; and c) serve on a Membership Committee and participate in organization wide membership planning as well as regional membership planning.

The Education Coordinator shall be responsible for planning and coordinating the programs for the annual and mid-year (if held) meetings. This will be an appointed position by the incoming Chair.

The Executive Council shall meet as often as necessary and shall act on behalf of the membership in furthering the purposes of the SIG and in conducting its business. Meetings of the Executive Council shall be called by the Chair. The Executive Council may, if it deems appropriate, solicit opinions from the membership by mail, fax, e-mail as well as at the annual meetings to assist in guiding the judgment of the Executive Council on any issue. The Executive Council shall report its activities to the membership and the AACP through its Council.

ARTICLE VII COMMITTEES

The Chair of the Executive Council may appoint ad hoc committees and one or more persons to maintain liaison with other organizations, to meet a time-limited need for policy development or implementation, or for such other purposes as are considered reasonable.

All committees shall be appointed or reconstituted as needed at the time new officers assume office (the Saturday following the annual meeting) and shall be coterminous with the Office of Chair of the Executive Council. Committee business may be transacted by mail, by conference call, by e-mail, by fax, at the time of other meetings, or in any practical manner that accomplishes effectively the purpose of the Committee.

Each of the committees shall be expected to maintain written records and shall provide concise written reports of its activities for consideration by the Executive Council at its meetings. These reports shall constitute a part of the regular agenda of the Executive Council.

ARTICLE VIII QUORUM AND VOTING

With respect to any duly called meeting of the members in person or by mail, fax, e-mail, or other means, the members present or responding at such meeting shall constitute a quorum. If a vote is taken on any matter at a meeting, except as otherwise provided herein, the matter shall be acted upon affirmatively on a favorable vote of a majority of the voting members present and voting.

ARTICLE IX AMENDMENTS TO THE BYLAWS

An amendment to these bylaws may be made ONLY in accordance with the following procedure:

- A. The proposed amendment must be sponsored by at least 10 members of the SIG or be presented by the Executive Council.
- B. The proposed amendment shall be distributed to the membership at least 30 days prior to vote.

Voting on amendments may be accomplished by ballot distributed individually to the membership by mail, fax, e-mail or other means, or by vote at the Annual Meeting of the SIG.

C. Adoption of the amendment shall require a two-third majority vote of those voting.

Appended hereto shall be any rules and regulations that are deemed necessary by the Executive Council for the proper conduct of the affairs of the SIG. Records of these rules and regulations shall be maintained by the Secretary.

ARTICLE X **RULES OF ORDER**

Robert's Rules of order (newest revised edition) shall determine the method of conduct for all meetings.

July 1, 2008

November 9, 2009 Amended